



# CONFERENCE CENTER FAQ

We are so excited to host your group! Please take a few minutes to look over the Frequently Asked Questions. If you don't see your question, please feel free to email us!

## Do you rent meeting rooms for a few hours?

The Conference Center at Farm Wisconsin provides Full Day and Half Day Meeting packages. See Facility Rentals for pricing.

## What is your cancellation policy?

Notification of cancellation of an Event must be given, in writing, at least 30 days prior to the scheduled date of the Event. The deposit is non-refundable. Renters will be billed for the remaining 50% of the anticipated fees if a cancellation is not received 30 days prior to the scheduled date of the Event.

## When do you need the final guaranteed head count?

Farm Wisconsin request to have final head count in 3 days prior to event.

## Can we bring in outside food?

Cakes, cupcakes or desserts are allowed for carry ins, but must be from a licensed facility.

## When type of audio and visual system do you have?

The Center may provide audio/video equipment if requested. Equipment available - lapel microphone and hand held microphone, 3 - 80" TVs available to hook up to laptop, iPad, etc. for videos, slideshows or solid image, speaker system through out conference center. Fees apply.

## Do you have high speed or wireless internet access?

Farm Wisconsin has WIFI available through out the facility.

## Can I bring decorations?

Yes, no confetti, glitter, nails in the walls, or damage to walls.

## Can we Tour Farm Wisconsin Discovery Center?

Farm Wisconsin is an agriculture tourist destination. With over 10,000 square feet of interactive exhibits and even a birthing barn! All in walking distance of your event. With a facility rental, we offer touring availability for your guest at a discount rate of \$5 per person instead of the regular \$16. Exhibits are open until 8pm the night of your event. Please note the birthing barn does close at 4pm. Your guests are still able to go down to the barn, but there will be no cows.

**Where should my guest park and enter into the building?**

Guest can park in the East parking lot which faces the Conference Center. Guest can then enter into the building via the Conference Center doors.

**Is there a separate entrance for guest so they don't have to use the public entrance?**

Yes! Guest can then enter into the building via the Conference Center doors.

**Do you have a place my guest can put their coats?**

Yes, we have a coat room.

**Are there bathrooms near the Conference Center?**

Yes, they are right outside the Conference Center doors.

**When will our invoice be sent?**

You will be invoiced 3 business days after the event.

**Can my guest shop in the Farm House Store?**

Yes, the store is open from 9am - 5pm.